Phoenix Program
Process Definition – Purchasing Module

Process	***State Requisitions***
Process Number	***PO – 004*** *Previous revision 3/17/99, 4/8/99 Latest revision 04/03/00*

Description of Process

This process is used to create and process State requisitions in the system.

Input to Process

Requisition data defining items or services to be purchased.

Output of Process

Approved and Budget Checked requisition reviewed by State Purchasing and assigned to appropriate buyer.

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
Add State Requisition	Requisitions
Amount Approve Requisition	Amount Approval
Chartfield Approve Requisition	Chartfield Approval
Review & Assign State Buyers	Requisitions
State Buyer Review	Requisitions

Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: Determine requirement for purchase of goods or services in excess of the agency's RDPA (Regular Delegated Purchase Authority).	Agency Personnel
Step 2: Forward details of requirement to agency requester for entry into system.	Agency Personnel
Step 3: Navigate to "Requisition Items" menu (Go, Administer Procurement, Requisition Items).	Agency Requester
Step 4: Navigate to "Requisition Form" panel (Use, Requisitions, Requisition Form, Add)	Agency Requester
Step 5: Verify the "Requester" and "Origin" fields.	Agency Requester
Step 6: Go to the "Header Details" panel. If the requisition is for an open contract, key "Y" in the "Open Contract" field. Otherwise, key "N" in this field. Enter a "Header" Comment that lists any recommended vendors, addresses, and vendor ID's, and the agency contact and phone number for the requisition. If the requisition is for an open contract, the validated amount of the requisition should be noted in the Header Comment field for State Purchasing. Note: If "Y" is keyed to indicate that the requisition is for an open contract, the system will zero out all the line amounts so that no funds are pre-encumbered.	Agency Requester

Step 7: Go to the "Req. Defaults" panel. Leave the vendor field blank. Check the "State Requisition" checkbox. This will cause "State Buyer" to default to the buyer field. Agency requester accepts this default. Any change to the "buyer" is to be done by State Purchasing only. Verify the "Ship To" location, and select the same value for the "Location" field. Enter the item "Due Date" (date to be delivered by). Enter the relevant accounting codes (Chartfield). NOTE: If using "Program (Fund Source) Distribution", the chartfield values will have to be assigned using SpeedCharts at the line level. In this case there is no need to enter chartfield values on the "Defaults" subpanel (See step 9). Return to the "Requisition Form" panel. NOTE: If after entering all essential information that is required to save the Requisition and obtain a Requisition ID should it be necessary to exit the requisition prior to entering all requisition lines, the schedule chartfield information will not save on the "Req Defaults" panel. This information will save only to the lines already entered. To attach the information to additional lines, will be necessary to either re-enter it on the "Req Defaults" panel prior to entering the additional lines, or to enter it at the line level for each additional line. To enter the information at the line level, for each line select the "Schedule" button at the bottom of the "Requisition Form" panel then the "Distributions" button, then the "Details" button. On the "Distribution Details" sub-panel, enter the chartfield information.	Agency Requester
Step 8: On the "Requisition Forms" panel: Key the line item data. If the description is longer than the 30 characters allowed, click the "Comments" button to display the Line Comment sub-panel, and continue the line description. Check the "Send to Vendor" flag and enter the remainder of the line item description. Click on the "Return" button to return to the "Requisition Form" panel. Insert additional lines, if needed, and complete as necessary.	Agency Requester

Step 9: If the delivery schedule or accounting distribution for a requisition line is to be split, click on the "Schedule" button to display sub-panels for entry of this detail. NOTE: If "Program (Fund Source) Distribution" is being used, change the radio button from "Qty" to "Amt" and click on the "Distribute" button. This will display another subpanel. Click on the "Details" button. This will display the chartfield details. The checkbox labeled "Speedchart" should then be checked. Use the drop down arrow to display the available speedcharts. Select the appropriate value and tab out of the field. The correct Requisition distribution lines will be inserted for you. Key any missing chartfield values as needed. **There is no point in using Program distribution on a requisition for an Open Contract since no pre-encumbrance will be established. The encumbrance is done on the FPO releases.** Repeat this process for each Requisition line.	Agency Requester
Step 10: After all data is keyed, return to the "Header Details" panel. Click the "Edit" button. Click the "Dog" icon to refresh the panel. It may be necessary to click the icon repeatedly, until the screen blanks and returns. Assure the Post Document Status is Y (Yes).	Agency Requester
Step: 11: Return to the "Requisition Form" panel and change status to either "Pending Approval" or "Approved", depending on whether Approval Workflow is being used. Save the panel.	Agency Requester
Step 12: See Business Process PO-005, Requisition Amount Approval.	Agency Amount Approver
Step 13: See Business Process PO-006, Requisition Chartfield Approval.	Agency Chartfield Approver
Step 14: Once the requisition is in "Approved" status, return to the "Header Details" panel and click the Budget Check button. When the Requisition is in "Approved" status and has a valid budget check, it is ready for processing by State Purchasing. NOTE: Once the Requisition has a valid budget check, if it is found to be necessary to delete an item, do not do so from the Requisition. First, contact State Purchasing to alert them to the needed change. Then, copy the incorrect Requisition to a new Requisition, and make the changes. Cancel the incorrect Requisition. The reason items shouldn't be deleted from a Requisition after the budget check process is that the pre-encumbrance attached to the deleted item will not be released, and will be tied up until a Purchase Order results from the Requisition. When the Purchase Order is created, the full Requisition pre-encumbrance is released after Requisition Reconciliation processes.	Agency Requester

Step 15: The State Purchasing Requisition Reviewer navigates to the "Requisition Items" menu to list Requisitions that are ready for State Purchasing to process (Go, Administer Procurement, Requisition Items); (Use, Requisitions, Requisition Form, Update/Display). The "Requisitions Update/Display" dialog box displays. In the dialog box: Leave the "Business Unit" field blank Select requisition status of "Approved" Select "Budget Checking Status" of "Valid" Select "State Buyer" for the "Buyer" field Click the OK button A list of Requisitions ready for State Buyer assignment displays.	State Purchasing Requisition Reviewer
Step 16: Review each requisition in list. On the "Req Defaults" panel", select the appropriate State Buyer name based on the commodity. NOTE: The Requisition displays the first 25 lines only when initially displayed. If the Requisition exceeds 25 lines, all lines must be "fetched" before changing the Buyer. Go to the "Requisition Form" panel, and in the lower right corner have "1" in the "From" field and the last line number in the "To" field. Click the "Dog" button to bring up all the lines. Return to the "Requisition Defaults" panel and select the appropriate State Buyer name. Save the panel.	State Purchasing Requisition Reviewer
Step 17: Navigate to Requisition Items menu (See Steps 3 and 4 above). Select their name as the "Buyer" in dialog box, and select additional parameters to restrict the list to "Approved", "Valid", State Requisition, to produce a list of requisitions ready to process.	State Buyer
Step 18: Review requisition and determine if bids are required. If bids are required, see Process RFQ and PO from State Requisition (PO – 015). If bids are not required, give notification to the agency that they may issue the PO. NOTE: Requisition would be canceled.	State Buyer

Step 19: State Buyer or administrative support personnel should print the Requisition for file: Select (Go, Administer Procurement, Requisition Items), (Report, Print Requisition, Update/Display). The “Run Control” dialog box displays. Click OK. Select the appropriate run control from the list. The “Run Req Form” panel displays. Enter the Business Unit and the Requisition ID. Save the panel. Click the “Run” icon. On the “Process Scheduler Request” panel: For “Run Location, assure the “Server” radio button is on and “PSUNX” is in the Server Name field. For “Output Destination”, assure the “File” radio button is on and the File/Printer field is populated with “/tmp/ +P-d” immediately followed with the printer name. Click OK. The Requisition should print to the specified printer.	State Buyer or Administrative Support Personnel

Process Flow Diagram: